



## Summary of Changes to Civil and Criminal ECF Procedure Guides

December 1, 2009

On December 1, 2009, the District Court for the District of Minnesota amended its Civil and Criminal ECF Procedure Guides. Provided below is a summary of the changes made to the Guides in December 2009.

### *Civil ECF Procedure Guide Changes by Section*

#### **Section I: THE ELECTRONIC FILING SYSTEM AND REQUIREMENTS**

No changes made

#### **Section II: ELECTRONIC FILING & SERVICE OF DOCUMENTS**

Subsection C: *Signatures*, subparts C.2.b. and C.3.c. – Deadline for filing objection to dispute authenticity of signature changed from 11 days to 14 days.

Subsection D: *Fees Payable to the Clerk* - Language added regarding availability of electronic payment in CM/ECF using Pay.gov for appeal fees and pro hac vice admission fees.

#### **Section III: PRIVACY PROTECTION FOR FILINGS MADE WITH THE COURT**

No changes made

#### **Section IV: SOCIAL SECURITY CASES**

No changes made

#### **Section V: HABEAS CORPUS CASES**

No changes made

#### **Section VI: IMMIGRATION CASES**

No changes made

#### **Section VII: TRANSCRIPTS**

Section added regarding transcript policy. Transcripts are filed electronically with a 90-day period during which the transcript may only be purchased from the court reporter. Only sealed transcripts may be conventionally filed. For more information, see the Court's [Policy for Electronic Access to Transcripts of Court Proceedings in CM/ECF & PACER](#).

### *Criminal ECF Procedures Guide Changes by Section*

#### **Section I: THE ELECTRONIC FILING SYSTEM AND REQUIREMENTS**

No changes made

#### **Section II: ELECTRONIC FILING & SERVICE OF DOCUMENTS**

Subsection C: *Signatures*, subparts C.2.c. and C.4.c. – Deadline for filing objection to dispute authenticity of signature changed from 11 days to 14 days.

Subsection D: *Fees Payable to the Clerk* - Language added regarding availability of electronic payment in CM/ECF using Pay.gov for appeal fees and pro hac vice admission fees.

#### **Section III: PRIVACY PROTECTION FOR FILINGS MADE WITH THE COURT**

No changes made

#### **Section IV: TRANSCRIPTS**

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#### **Section V: CONVENTIONAL FILING OF DOCUMENTS**

Subsection B: *Obtaining Leave to File Conventionally*, subpart B.4. – Time to allow magistrate judge to review request to file conventionally changed from 5 days to 7 days.



***Civil ECF Procedures Guide  
Changes by Section***

**Section VIII: ADMINISTRATIVE RECORDS,  
GENERALLY**

No changes made

**Section IX: CONVENTIONAL FILING OF  
DOCUMENTS**

Subsection B: *Obtaining Leave to File Conventionally*, subpart B.4. – Time to allow magistrate judge to review request to file conventionally changed from 5 days to 7 days.

**Section X: VOLUMINOUS DOCUMENTS**

Subsection A: *Maximum File Size* – The maximum file size limit for individual documents was increased from two megabytes to five megabytes.

**Section XI: EXHIBITS**

Subsection B: *Scanning Documents*, subpart B.1. – Recommended scanning resolution increased from 200 dpi to 300 dpi.

**Section XII: EX PARTE SUBMISSIONS AND  
IN CAMERA REVIEW**

No changes made

**Section XIII: PUBLIC ACCESS TO THE  
SYSTEM DOCKET**

No changes made

**Section XIV: BILL OF COSTS**

Added reference to LR 54.3(c), which provides the procedure for the taxation of costs in this District, and Bill of Costs Guide. Deleted language that court will file a notice for objections.

**Section XV: BANKRUPTCY APPEALS**

No changes made

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Changes by Section***

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Subsection A: *Maximum File Size* – The maximum file size limit for individual documents was increased from two megabytes to five megabytes.

**Section VII: EXHIBITS**

Subsection B: *Scanning Documents*, subpart B.1. – Recommended scanning resolution increased from 200 dpi to 300 dpi.

**Section VIII: EX PARTE SUBMISSIONS AND  
IN CAMERA REVIEW**

No changes made

**Section IX: PUBLIC ACCESS TO THE SYSTEM  
DOCKET**

No changes made